



SENATE MEETING

Tuesday, December 4, 2012 4:00 pm LB322

MINUTES

PRESENT: Kris Bulcroft (Chair), Tammy Towill, Carol Aitken, Mark Battersby, Jean Bennett, Don Bentley, Chris Bottrill, Robert Campbell, David Clarkson, Leighan Crowe, Caroline Depatie, Darin Feist, Violet Jessen, Reini Klein, Sonja Lebens, Nanci Lucas, Grace Makarewicz, Karen McCredie, Paul McMillan, Grace McNab, Jennifer Moore, Jared Nash, Erin Robinson, Sandra Seekins, Jenna Theny, Catherine Vertesi, Daniel Yasinski, Recording Secretary: Mary Jukich

REGRETS: Stephen Atkins, Graham Fane, Bill Gibson, Teresa Grant, Brandon Hofmarks, Vineet Johnson, David Kirk, Clay Little, Sharka Stuyt, Peter Ufford

GUESTS: None

Kris Bulcroft called the meeting to order at 4:00 p.m.

1. APPROVAL OF AGENDA

*Jean Bennett moved and David Clarkson seconded that:
the Agenda be approved.*

CARRIED

2. MINUTES

*Grace McNab moved and Jean Bennett seconded that:
the Minutes of the November 6, 2012 meeting be approved.*

CARRIED

3. CHAIR AND VICE-CHAIR'S REPORTS

Chair's Report

Senate was informed that a joint Senate and Board dinner is tentatively scheduled for February 12th.

Everyone was encouraged to attend the Holiday Jazz Breakfast on December 12th from 9:00 – 11:00 a.m. in the lower cafeteria.

On December 7th, the Children's Centre along with students from the First Nations Department will be celebrating winter with a gathering in the forested area with drumming, singing and refreshments.

Members were informed that the University once again sponsored a tree in the North Vancouver Chamber of Commerce Christmas by the Sea Parade of Trees, which benefits the Harvest Project and Hollyburn Family Services Youth Safe House. The Children's Centre, with the families and teachers worked together to decorate the Capilano Tree "Hearts".

The United Way Committee, led by Marion Haythorne and Susan Doing were thanked for their work on another successful United Way Campaign. Although the total dollar amounts were down, the University participation level increased to 113 employees contributing.

Vice-Chair's Report

In the absence of Bill Gibson, Catherine Vertesi assumed voting rights at this meeting.

Senate was advised that the Tributes Committee is seeking nominations of individuals to be considered for honorary degrees and faculty emeritus status at Capilano University. Nominations in writing are to be submitted to the President's Office.

A moodle site will be set up on Frontlines for faculty who cannot attend the All Faculty Forum on December 6th.

Senate was invited to attend the various events; pottery sale, textile arts and print sale, showcasing Capilano students.

4. APPROVALS IN PRINCIPLE

None

5. SENATE CURRICULUM COMMITTEE

Presented by: Robert Campbell

(a) Resolutions

(b) Bachelor of Design in Visual Communication

Robert presented the resolutions brought forward from the November 16th Senate Curriculum Committee meeting.

Robert Campbell moved and Grace McNab seconded that:

12/46 SCC resolutions, 12/78, 12/79 and 12/86, be received and adopted by Senate.

CARRIED

Robert Campbell moved and Catherine Vertesi seconded that:

12/47 SCC resolution 12/80 be received and adopted by Senate.

CARRIED

Senate reviewed the Bachelor of Design in Visual Communication executive summary. This is a new four year program that will allow students to take the degree as a standalone, or one of three concentrations, or students can take an exit credential at three years.

Robert Campbell moved and Chris Bottrill seconded that:

- 12/48** SCC resolution 12/81, final approval of the Bachelor of Design in Visual Communication, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and Jennifer Moore seconded that:

- 12/49** SCC resolutions 12/82, 12/83 and 12/84, final approval of the Bachelor of Design in Visual Communication – Illustration Concentration, Bachelor of Design in Visual Communication – Branding Concentration and Bachelor of Design in Visual Communication – Interactive Design Concentration, be received and adopted by Senate. **CARRIED**

Robert Campbell moved and David Clarkson seconded that:

- 12/50** SCC resolution 12/85, final approval of the Visual Communication Advanced Diploma, be received and adopted by Senate. **CARRIED**

6. FAST TRACK APPROVAL PROCESS RECOMMENDATION: ARTS AND ENTERTAINMENT ADVANCE CERTIFICATE PRACTICUM/COURSE CHANGES

Presented by: Catherine Vertesi

Senate was informed that a fast track approval process was undertaken to approve a revision to the Advanced Arts & Entertainment Management program profile. The revision was required as a result of a new enforcement of a Canadian Immigration guideline that off campus work permits are only available to international students when the practicum part of their credential does not exceed 50% of their requirement. At the time this program was developed, the guideline was not in place and the term “practicum” was an acceptable catch-all for various activities that AEM students completed during the semester. As there are currently international students enrolled in the AEM Advanced Certificate program, the staff at the Centre for International Experience was concerned that they could not give the students the appropriate recommendation to continue in their program with the current program profile.

The University will be reviewing all programs that have practicums as a result of the new enforcement of the guideline.

7. SENATE BUDGET ADVISORY COMMITTEE

Presented by: Leighan Crowe

The Committee reported that, last year, one time money allowed for some special projects such as the Aboriginal Gathering Space funded by the Ministry of Advanced Education, the new student union funded by the CSU and the generous donation from the Wong and Trainer Family for The Centre for International Student Experience.

For the 2013/2014 planning year no additional operating revenue is expected, coupled with the possibility of additional cuts to the Provincial Post Secondary system of \$20 million in 2013/2014 and an additional \$30 million in 2014/2015.

As a result, it is expected that the University will be in a difficult position. A sizeable shortfall is expected and the actual amount will be determined in the new year as there are still several unknowns in both revenues and expenses.

As the academic plan will have implications for the budget and in keeping with transparency and campus community involvement, the Committee will be looking to holding a forum in early spring.

The Committee also reported on the issue of revising the Committee structure to include faculty representation from all five Faculties. Discussion at the Committee centered on whether it would be beneficial to increase the number of members, specifically faculty. During the discussions, Committee members were confident that the current membership structure, now and as it has historically, represents the best interests of all Faculties. It was felt that faculty members represent the interests of the university as a whole and not specifically the four Faculties represented and that the current structure of the Senate Budget Advisory Committee satisfies the needs of Senate and the University community.

8. SEAT MAX AD HOC COMMITTEE UPDATE

Presented by: Violet Jessen

Senate was reminded that the Committee was struck to review seat maxima and to determine whether a set of criteria could be developed and applied to programs that were an exception to the seat utilization and seat maxima figures.

The Committee reported that three meetings had taken place and work continues on sorting through a large amount of information submitted by Chairs and Coordinators.

During initial discussions of data collected to date, the Committee reviewed possible criteria for exceptional maxima such as safety/industry standards, equipment and classroom size and documented supported rationale, and some explanations fell outside of the suggested criteria. A spreadsheet was developed to compile this information and more discussion on the data will continue.

The Committee reported that their work will provide an opportunity not only to try and develop criteria that can be used to look at programs that are an exception to seat utilization and seat capacity, but to also be able to encourage brainstorming and the sharing and collecting of ideas for different and creative delivery modes that would allow for increase in class sizes and still maintain the integrity of programs and courses.

There being no further business and on motion duly made and seconded, the meeting was adjourned at 4:50 p.m.

Next Meeting: Tuesday, January 8, 2013.
